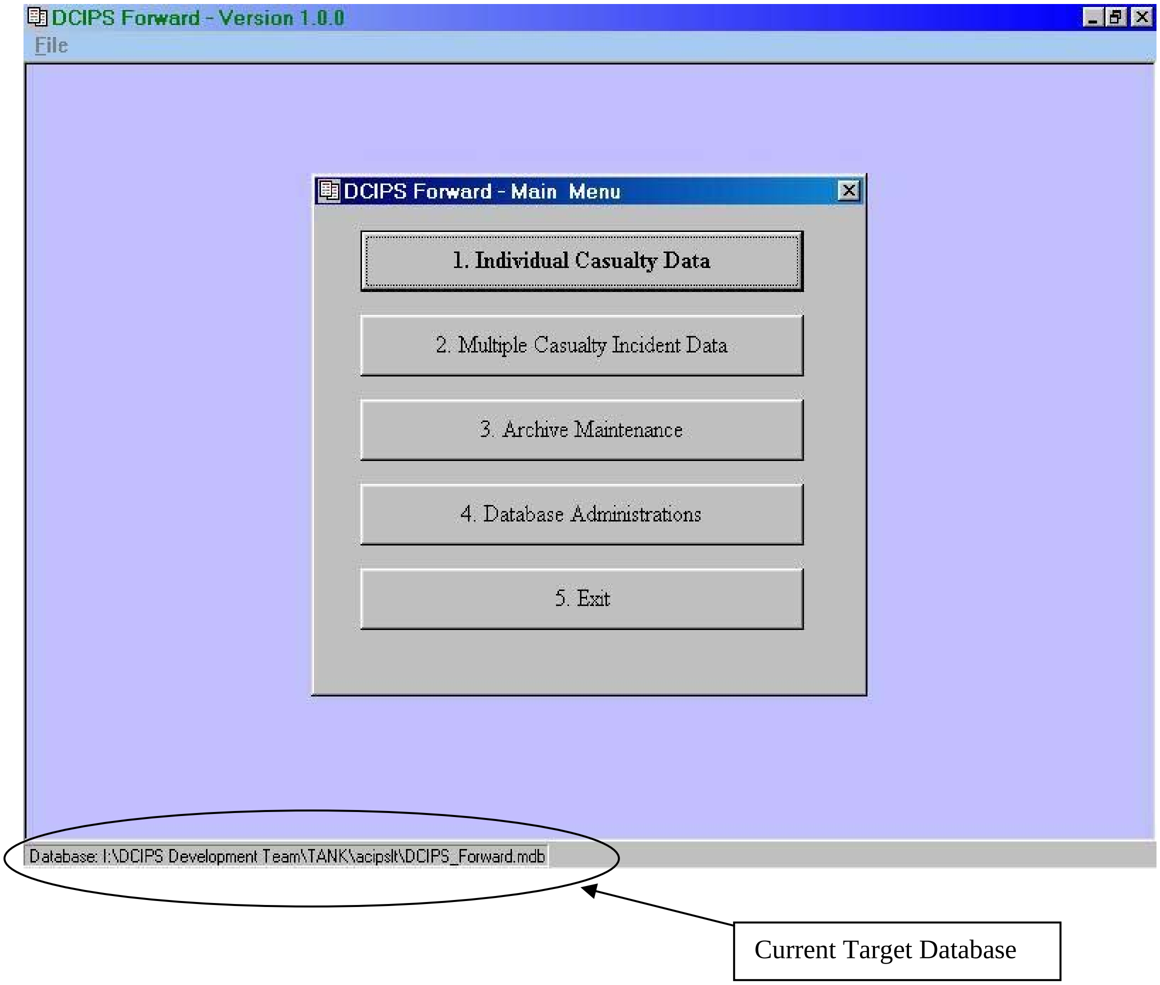
DCIPS Forward

User Manual

Main Menu:



1. Individual Casualty Data:
   - This option allows you to create or manipulate a casualty record.
2. Multiple Casualty Incident Data:
   - This option allows you to create or edit a multiple casualty incident record.
   - The multiple casualty incident record will be used as a template for creating separate individual casualty records.
3. Archive Maintenance.
   - Archive closed cases. This will remove the closed casualty records that have been selected from displaying on the active main listing display.
   - Un-Archive cases. This will restore previously archived cases to the active main listing display.
4. Database Administration:
   - Allow the user to select the target database.
   - Allow maintenance of codes and values.

5. Exit.
   - Close and exit the program.

Main Listing:

Send Message:

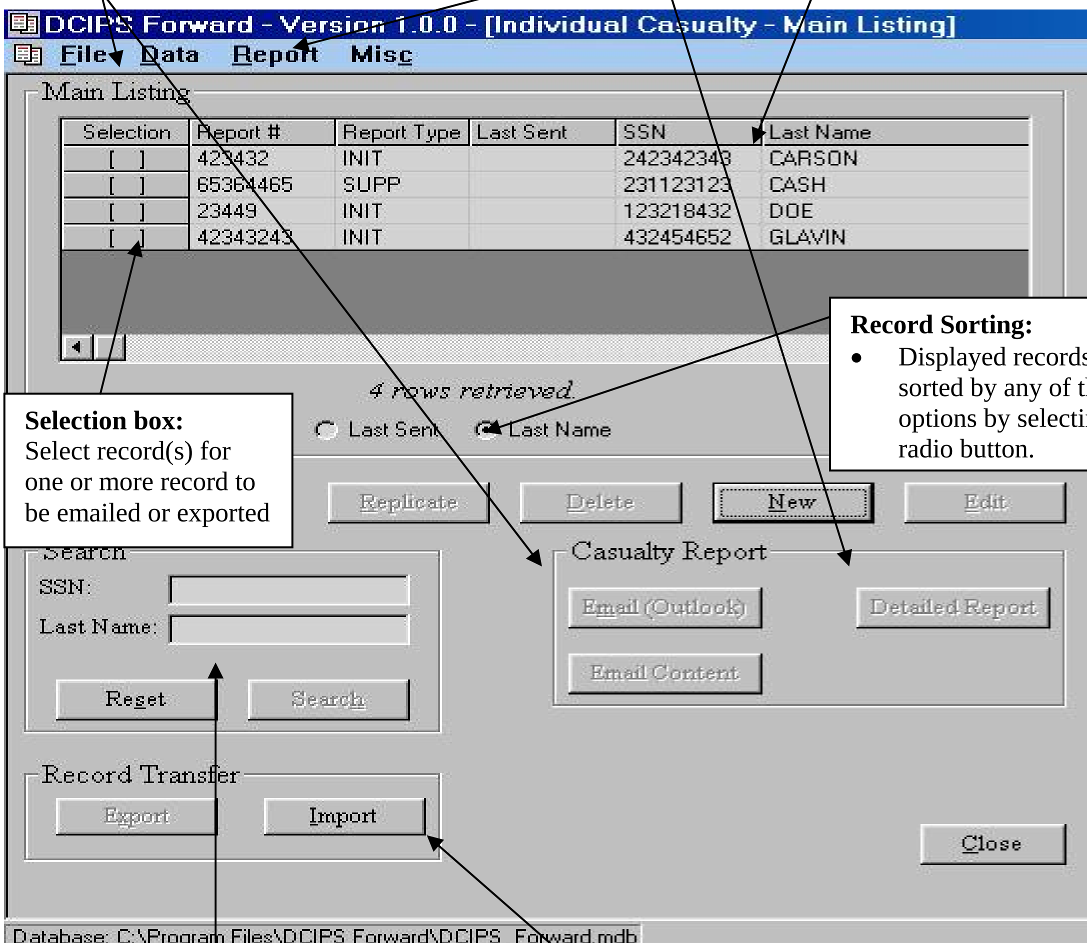
- "Email (Outlook)" - option for users that have MS Outlook as the default email client. The casualty report will be inserted into the email body automatically.
- "Email Content" - option for users that want to manually copy and paste the casualty message to the body of an email client.

Create Report:

- Create a descriptive report for a selected record.

Main Listing:

- Listing of all the current individual records in the database.
- Select a specific record by clicking on the listing.
- The selected record will be highlighted.



Selection box:
Select record(s) for one or more record to be emailed or exported

Record Sorting:

- Displayed records can be sorted by any of the three options by selecting its radio button.

Record Search:

- Searching for a particular record by SSN or last name.
- The search result will be displayed on the main listing above.
- Click "Reset" to show all records.

Export/Import:

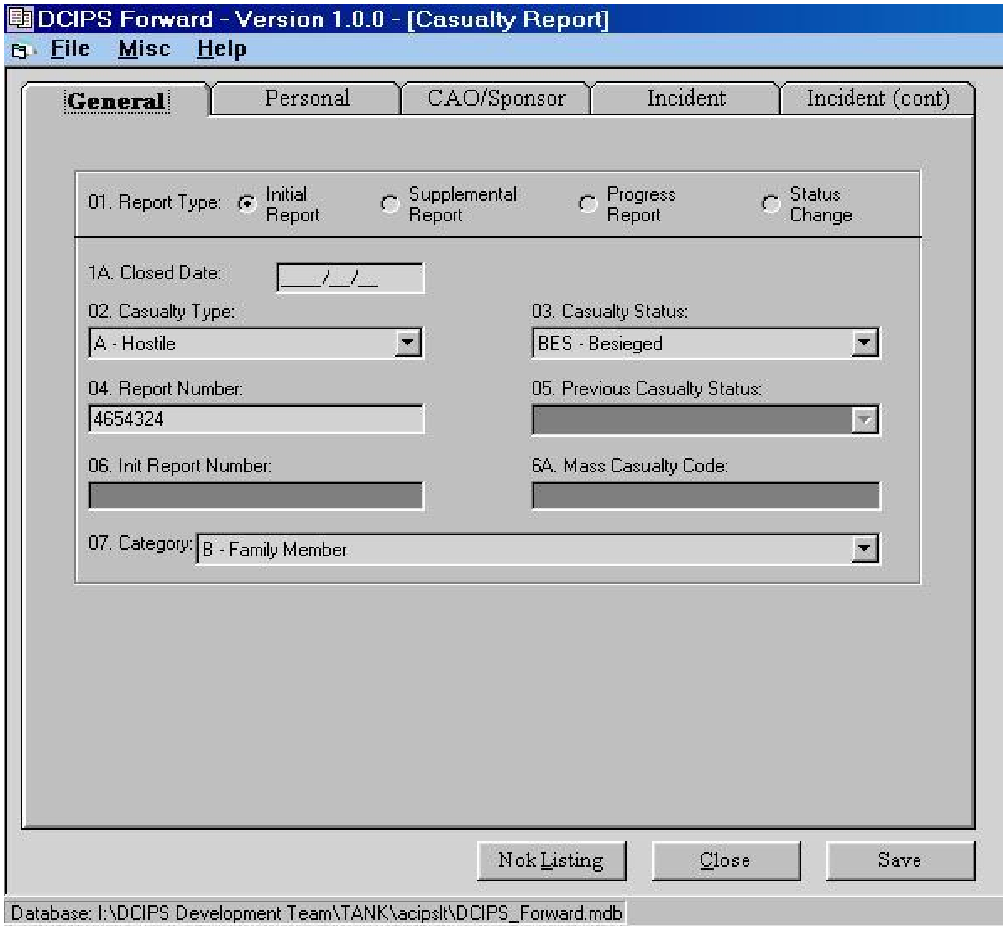
- Allow the user to transfer a particular record from one database to another.
- Export option allows users to create a record (.rsf) file for a selected record.
- The .rsf file can be sent to any other DCIPS Forward users.
- Import option allows users to import the .rsf file into the target database.

Main Listing (Cont.):

1. Edit a selected record.
    - Select a record from the main listing and then click "Edit".
    - The "Casualty Report" screen will be displayed with all the current data for the selected record. The casualty record can then be modified and saved.
2. Create a new record.
    - To create a new individual casualty record.
    - A blank "Casualty Report" screen will be displayed to allow for user data entry.
    - Report number and report type are the minimum requirement in order to create a new record in the database.
3. Delete an existing record.
    - Select a record on the main listing and then click on the "Delete" button.
    - User will be prompted for confirmation before the record is deleted from the database.
    - Note: Deleted records cannot be recovered!
4. Replication of an existing record.
    - User can replicate an existing record. This option is used when an existing record needed to be used as a template to create a new casualty report. An example for this functionality is when an Initial Report is used to create a Supplemental Report.
    - The replicated record will retain all the information from the source record except for its report type and report number.

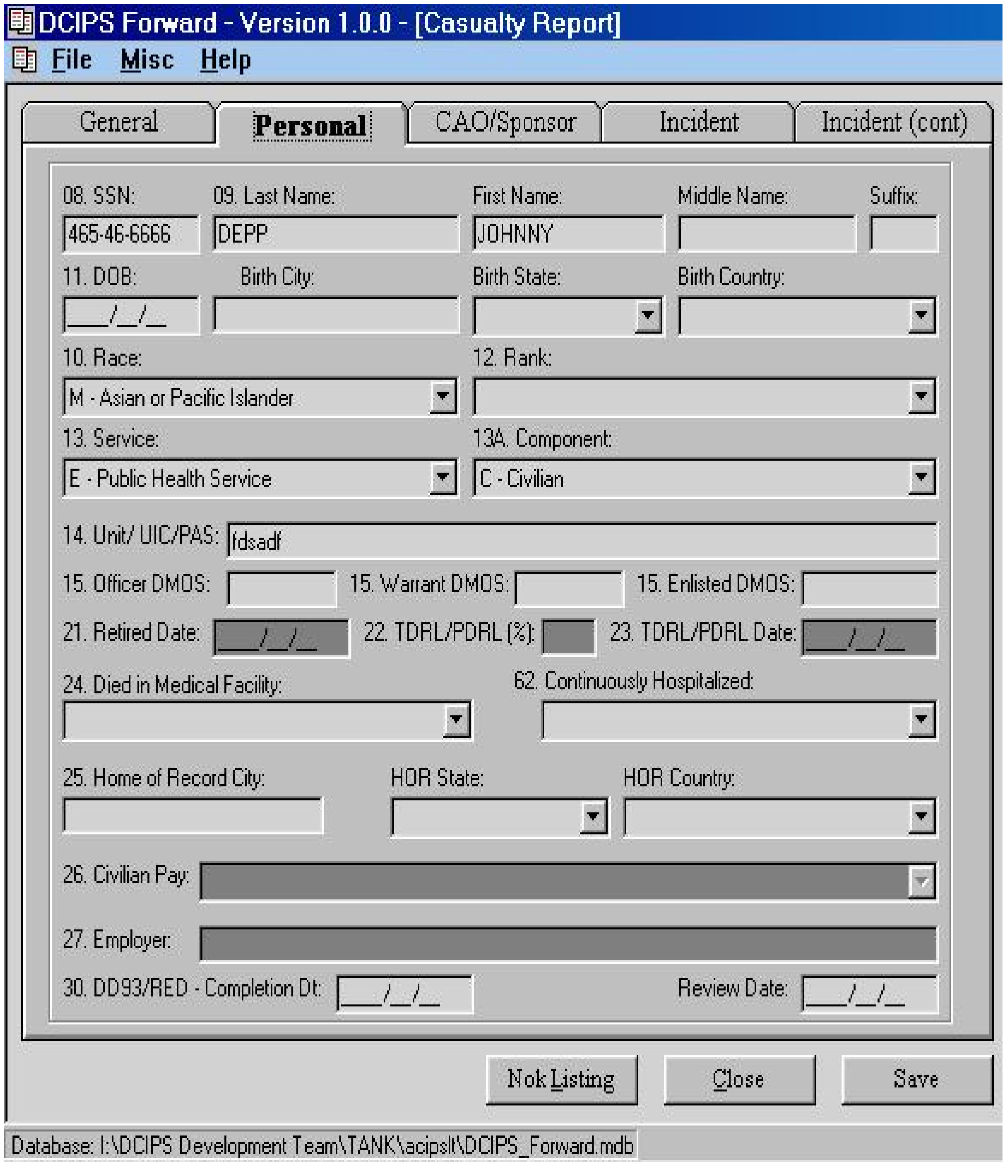
5. Selection box on the Main Listing grid, selected row will be shown as "[X]" and not selected row will be shown as "[   ]". The selection rows will be used for generating 'Casualty Report' for emailing or exporting. Multiple 'Casualty Report' could be generated and emailed in a single email transaction. Also, multiple casualty record could be exported into a single import file.

Casualty Report:

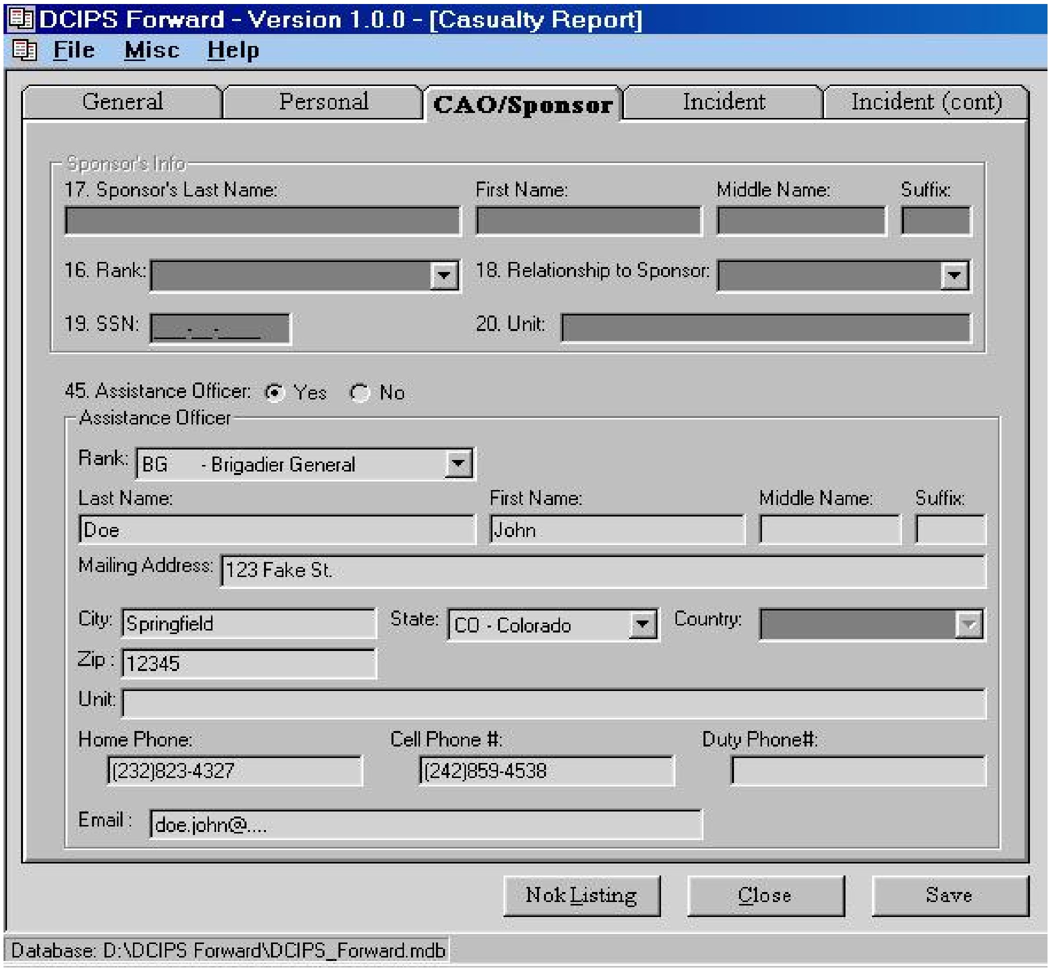


1. “Report Type:” and “Report Number:” are the minimum required fields for saving a record in the database.
2. “Report Number:” has to be a unique value.
3. Field-level help can be activated by moving the cursor to a particular field and then pressing ‘F1’ key. Also, clicking on the Help/Index menu option at the top of the form will open the help.
4. Help content provides a brief description of the selected field and the data format and codes list where applicable.
5. The ‘NOK Listing’ button allows the user to enter NOK information for the individual selected on the current Casualty Report form.

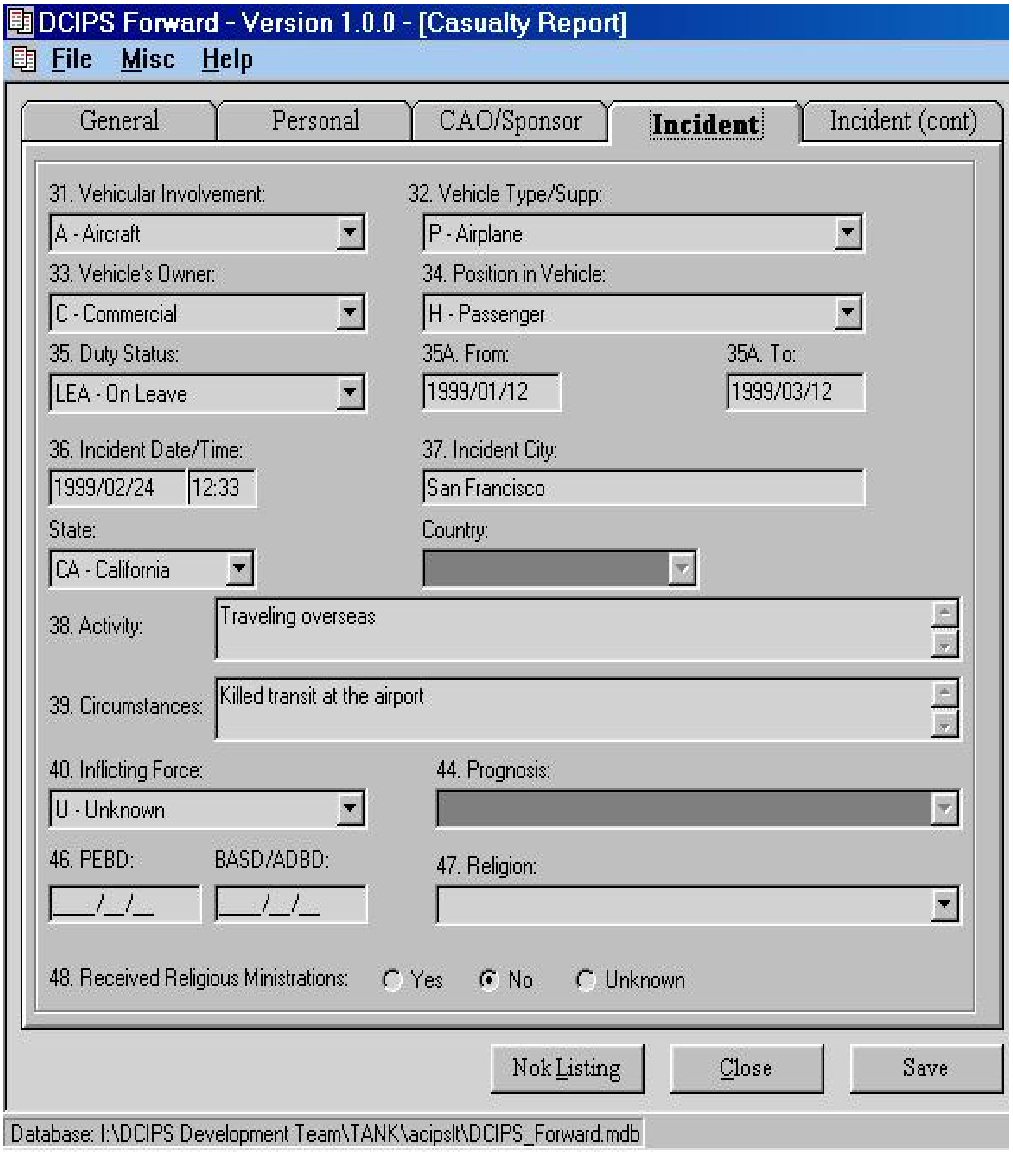
Casualty Report (cont.):



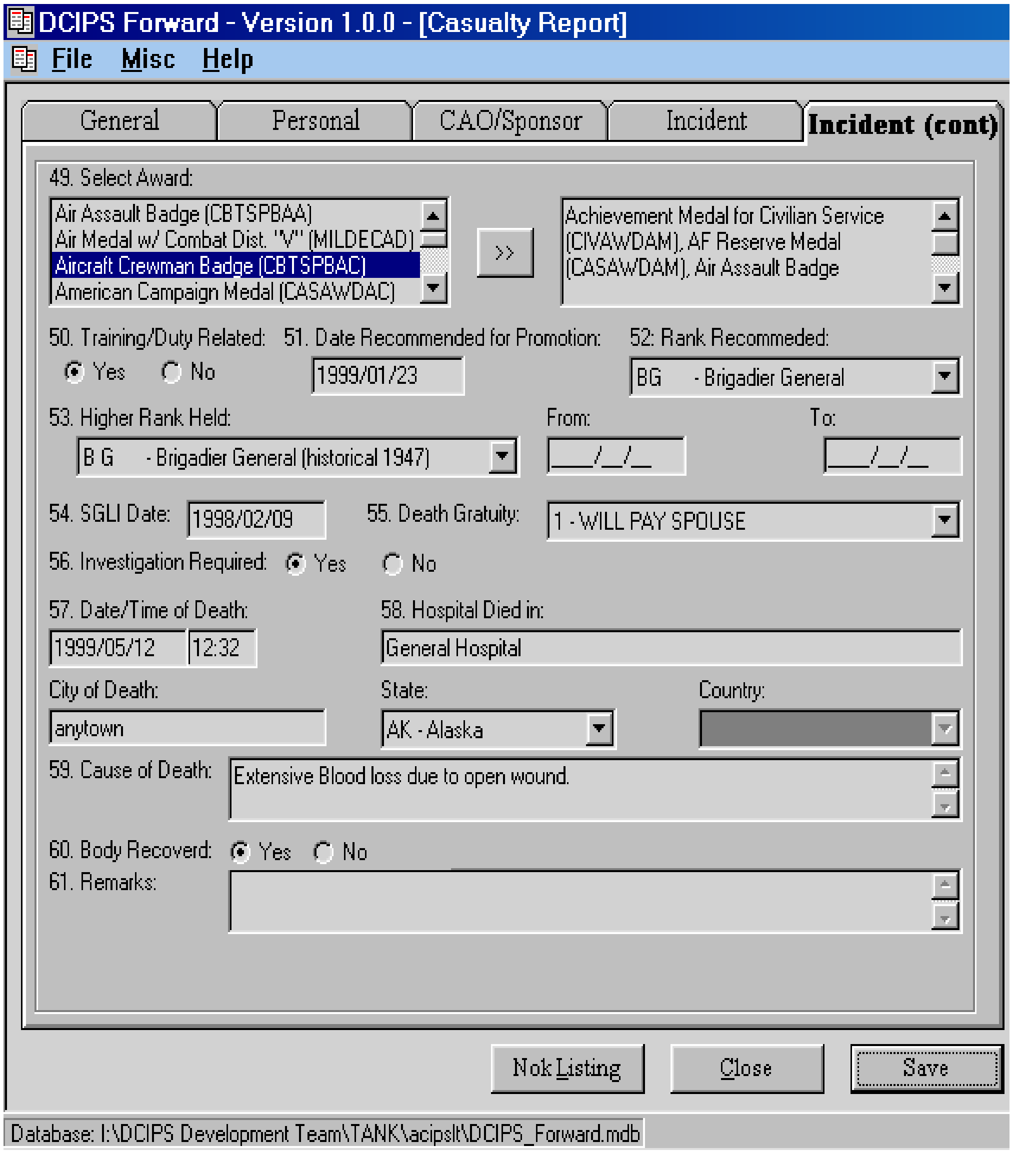
Casualty Report (cont.):



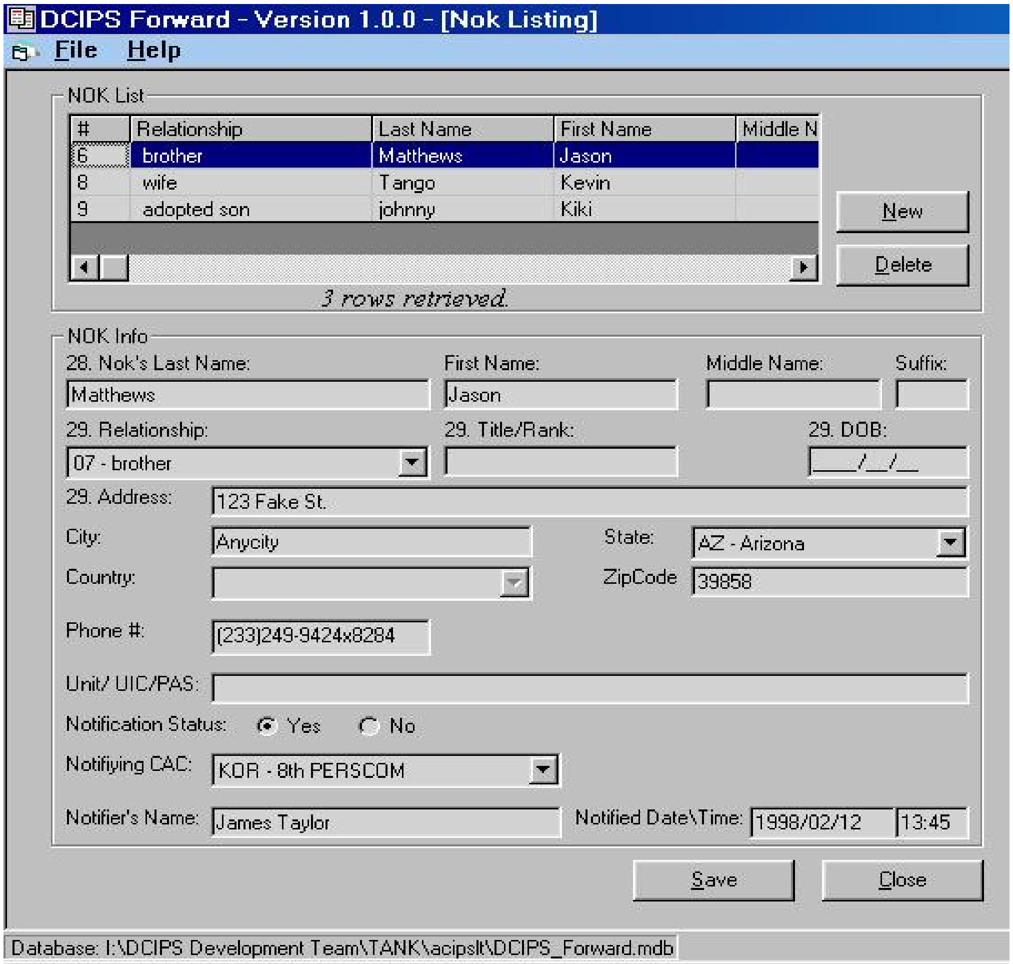
Casualty Report (cont.):



Casualty Report (cont.):



NOK Listing:

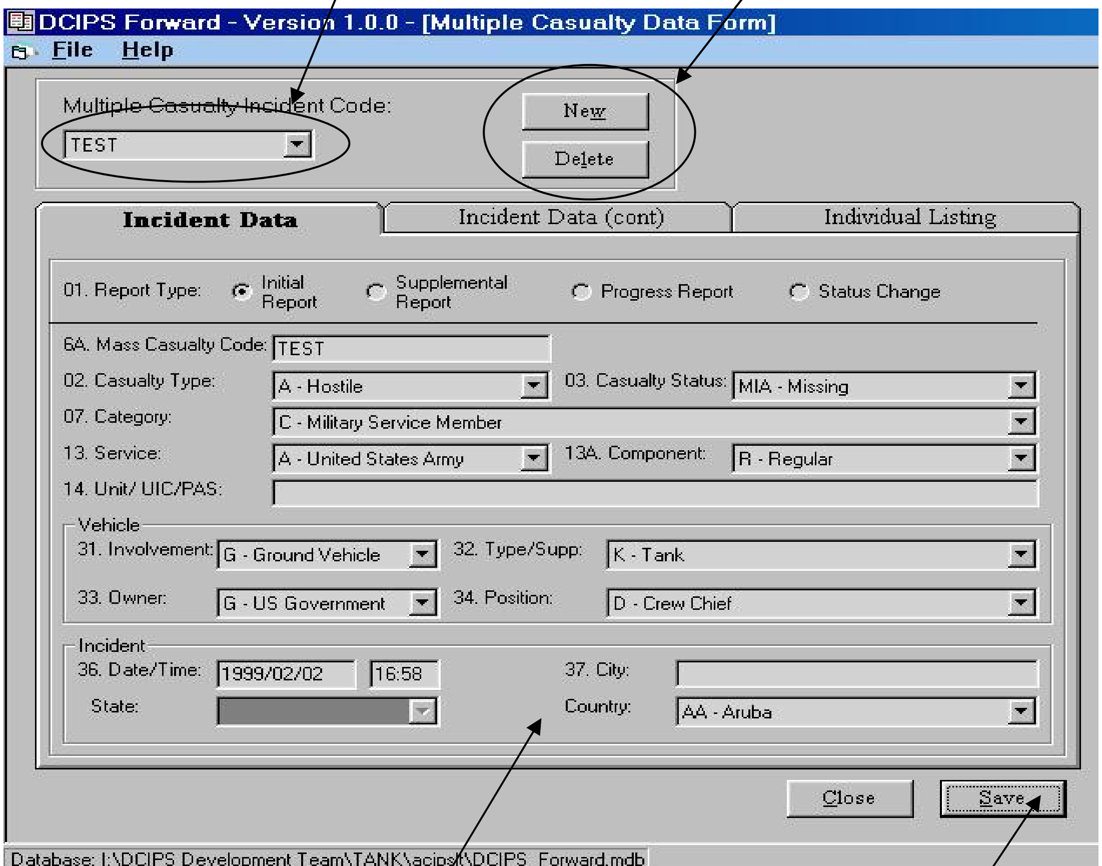


1. Click on a NOK record in the NOK List will retrieve all the information associated with the selected row.
2. Modifications could be made to any of the fields for a selected record.
3. Users can add a new record to the listing, by clicking the ‘New’.
4. To delete a record from the listing, select a record on the listing and then click the ‘Delete’ button.
5. After entering all the information, clicking ‘Save’ will store the new record in the database. The new record will be display in the listing above along with all other existing NOK records.
6. Field-level help is provided in the similar manner as in the Casualty Report form.
7. After finish entering NOK information, clicking the ‘Close’ button will close the NOK listing form and re-display the Casualty Report form.

Multiple Casualty Incident Data:

Select an existing Mass Casualty Code from the drop down listing.

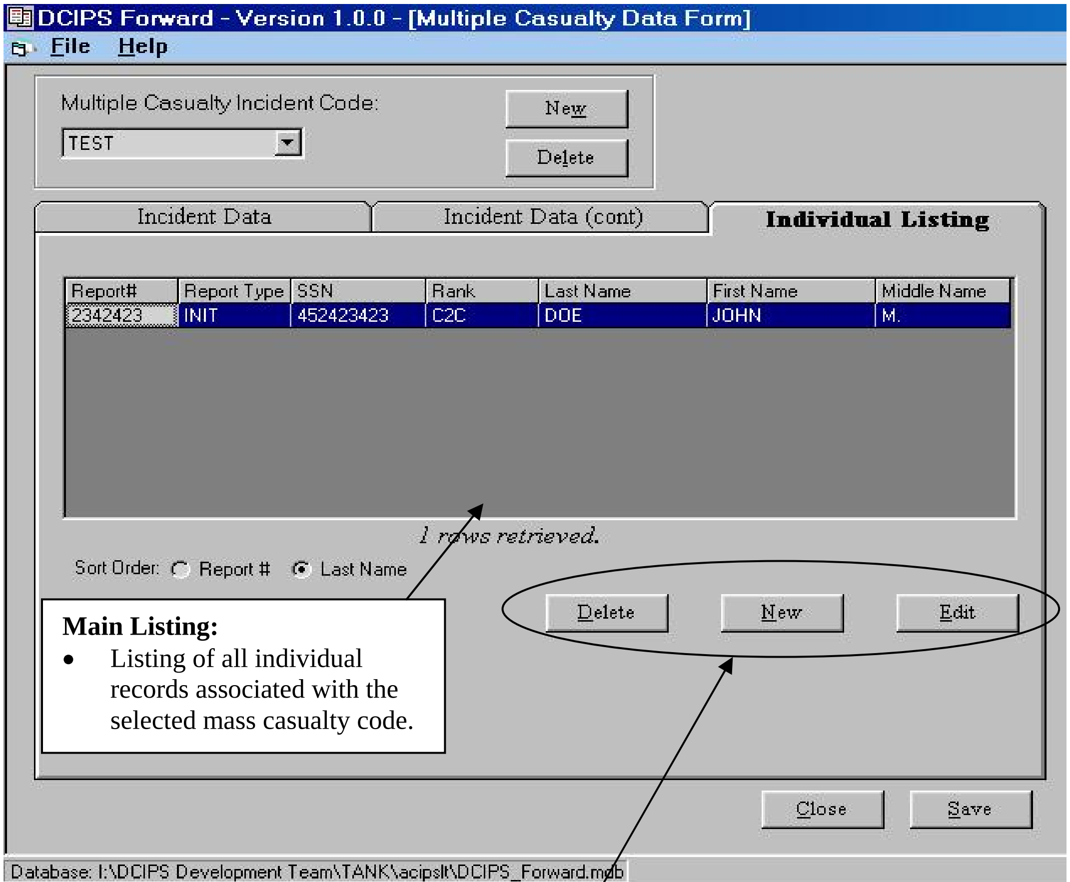
Add or Delete Mass Casualty Code



Casualty information data form for a specific multiple casualty event.

Saving data for a selected multiple casualty code

Creating an Individual Report for a Selected Mass Casualty Code:



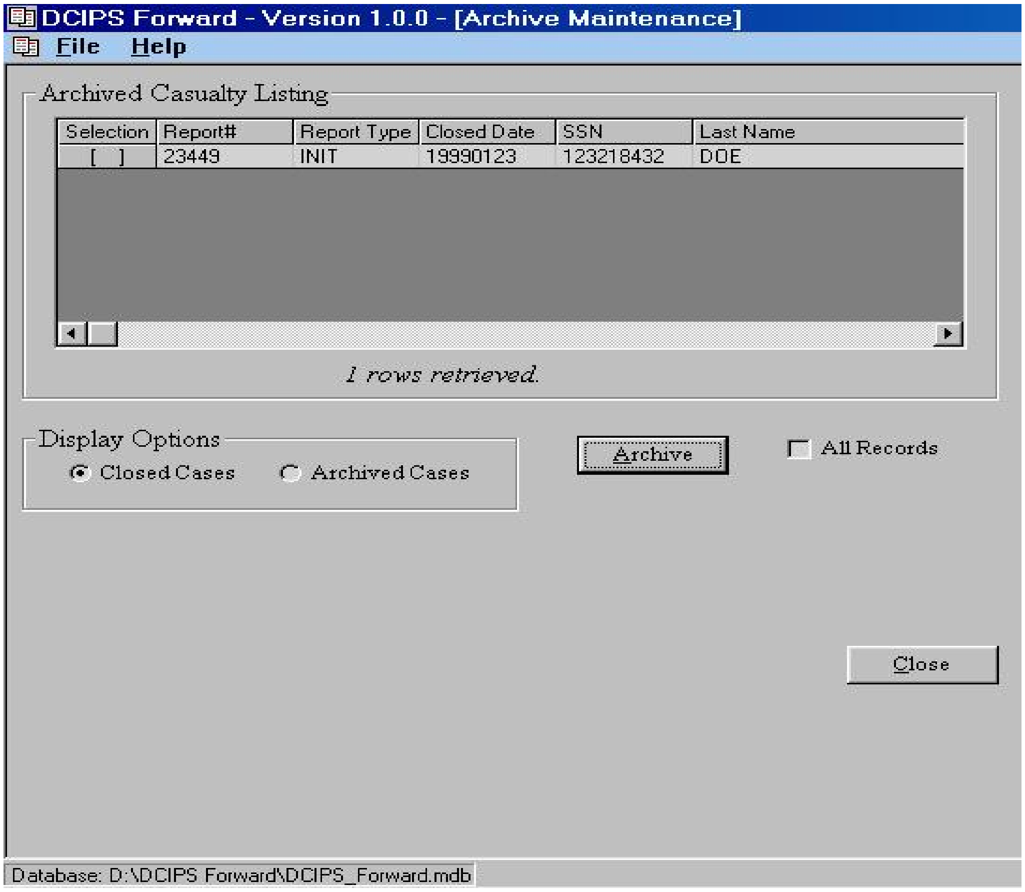
Main Listing:
- Listing of all individual records associated with the selected mass casualty code.

New:
- Add a new individual record to a selected mass casualty code.
- Data entry form will be brought out and the mass casualty information will be pre-populated accordingly.

Delete:
- Delete an individual record from the main listing.

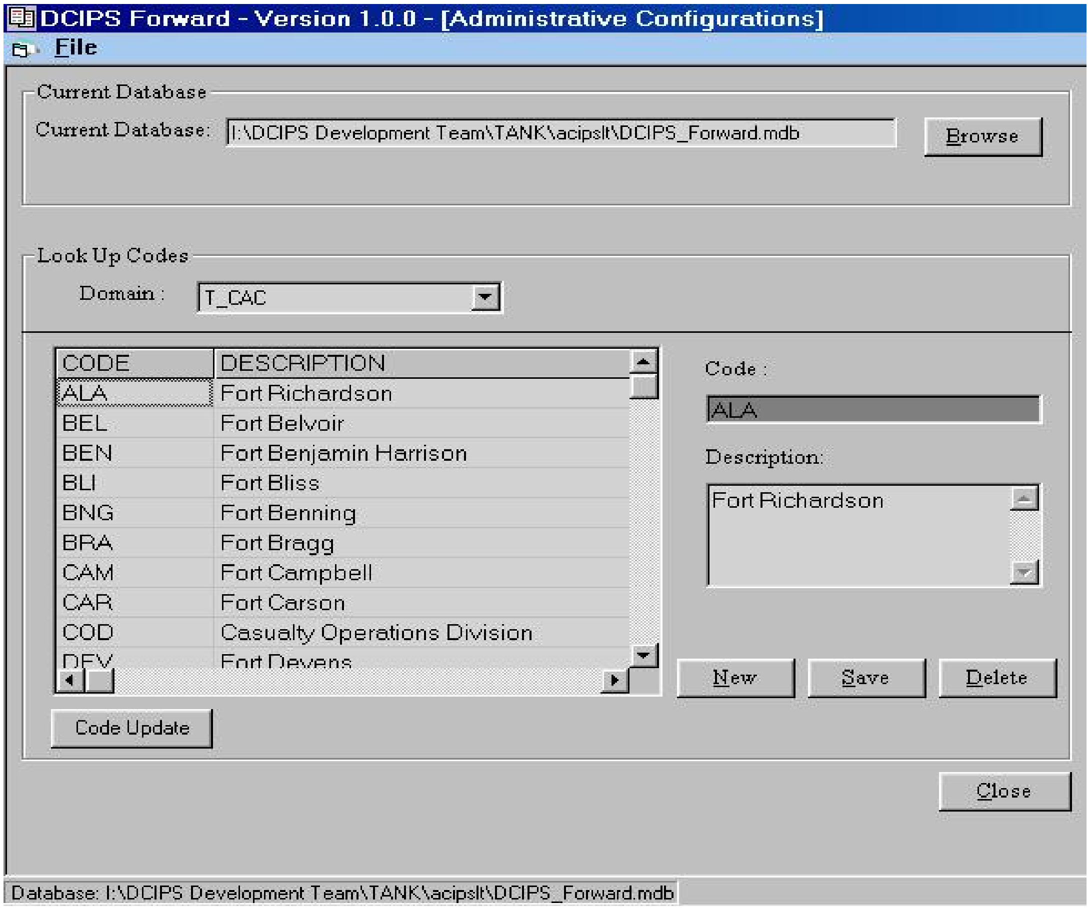
Edit:
- Edit a selected individual record from the main listing.

Archive Maintenance:



1. The Archive feature is designed to offload selected closed cases from the active database. The main purpose for this option is to keep the main listing clear of any casualty records that are no longer active.
2. The view all cases that have been closed but still in active status, select the "Closed Cases" display option. To view all cases that have been previously archived, select the "Archived Cases" display option.
3. To archive a record or multiple records, select the desired record(s) and then press the "Archive" button.
4. Records that have been previously archived can be re-activated by selecting the desired record(s) and then press the "Un-Archived" button.
5. Archived records are excluded from the Main Listing form.
6. Closed cases are those records that have a value in the "Closed Date:" field.
7. The Archived Casualty Listing has 2 display options:
   i) "Closed Cases" - All closed and non-archived records.
   ii) "Archive Cases" - All archived records.
8. To select all records, the "All Records" checkbox can be checked to select or de-select all displayed records.
9. The edit an archived record, double click on the desired record.

Database Administration:



Setting up the Current Database:

1. To change or set the target database, click the "Browse" button. The dialog box will look for a file named "DCIPS_Forward.mdb".
2. The current database the application is using is displayed on the status bar at the bottom of screen screen.

Modifying Look Up Codes:

1. Select a code domain using the "Domain:" dropdown box. The display list will be refreshed when a code domain is selected.
2. Users are allowed to delete or edit a selected row in the code listing, as well as adding a new code to the code domain.
3. The "Code Update" button is used to run database scripts that will update the database. These files will have a ".cdu" extension and will be sent out by the application support team.
4. To execute a ".cdu" file, click on the 'Code Update' button and then select the particular ".cdu" file that you want to use to update your database.